

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Transportation Engineering Technician	DISTRICT/DIVISION/OFFICE 06 – Traffic Management Center	
WORKING TITLE Traffic Management Team (TMT)	POSITION NUMBER 906-350-3175-XXX	EFFECTIVE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the supervision of a Senior Transportation Engineer, Traffic Management Team members operate a truck equipped with a changeable, programmable message sign. The signs are used to warn motorists in advance of traffic problems and special circumstances ahead. Members are also instrumental in planning and implementing traffic control measures during planned events as well as initiating emergency traffic control measures in response to incidents. The TMT staff are essential components of the district incident response plans. Team members may also be asked to man the monitoring and dispatch areas of the TMC when needed

Percentage Job Description

Essential (E) Marginal (M)

- 40% **(E) TRAFFIC MANAGEMENT:** Serve as a member of the Traffic Management Team (TMT); respond to traffic emergencies and queuing in construction and maintenance work zones. Plan and manage traffic control for special events. Incorporate lane closure charts and historical information into Traffic Management Plans for special events, maintenance and construction projects.

- 40% **(E) TRAFFIC MANAGEMENT READINESS:** Assist in the preparation for planned and/or emergency highway closures. Patrol traffic during peak periods for potential traffic problems. Work closely with the Freeway Service Patrol (FSP), Maintenance, and Construction personnel. Maintain all TMT equipment to be in operational readiness.

- 10% **(M) STAFF AND OPERATE TMC:** Serve as backup TMC Operator, monitor Caltrans, CHP, and other agencies on scanners and radios. Monitor media traffic reports (TV and radio). Transmit/receive and monitor messages to/from the Traffic Management Team (TMT). Maintain log of TMT activities. Monitor freeway operation utilizing surveillance software and hardware. Accumulate lane and/or highway closure data related to both construction and maintenance. Answer telephone calls. Coordinate Incident Response Team. Maintain computer log of all incidents. Operate fixed and portable traffic control elements such as Changeable Message Signs and Highway Advisory Radios. Maintain communications with various local media personnel, traffic reporters, and public affairs and provide real-time motorist information. Attend periodic meetings to discuss traffic operations.

- 10% **(E) TRAFFIC PLANNING AND ENGINEERING:** Collect traffic flow and accident data. Analyze traffic flow and operations. Assist in the preparation of traffic plans and special operations during major events. Assist in planning of alternate routes (Detour Maps) and methods for direction of traffic and executing the plan during actual emergency highway closures. Assist in the preparation of Traffic Management Plans (TMP) for construction projects.

SUPERVISION EXERCISED OVER OTHERS

Incumbent will not be required to supervise others. However, incumbent will be called upon to assist with training of newly assigned personnel and student trainees and may act as a lead person.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Incumbent is expected to have some knowledge of departmental operations, traffic engineering principles, traffic operational analysis, and computer principles. Ability to analyze traffic situations accurately evaluates solutions, make effective recommendations, and translate them into written reports. An operating knowledge of the various traffic information systems and devices and how they relate to the motoring public. A working knowledge of traffic controls used by maintenance and construction is desirable. Will be called upon to go into 24-hour operation on known high traffic volume holidays and times of adverse weather conditions. Must have good command of the English language, both written and verbal, and clear voice to be understood over the radio. Must be able to carry out verbal and written instructions, give verbal directions and work with others. Must be familiar with state and local road system of the San Joaquin Valley.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

An error in judgement could delay the response to incidents, interrupt the flow of information between Caltrans and CHP, and result in poorly operated management system. Delayed or inaccurate information to motorist and other agencies could result in a breakdown of traffic flow, lost time to motorist, and loss of credibility. The most extreme errors could result in a tort liability judgement against the State.

PUBLIC AND INTERNAL CONTACTS

Incumbent will assist or represent the Senior Transportation Engineer (Office Chief) at meetings within Caltrans and/or with other agencies. Incumbent will have frequent and continual contacts with other Caltrans personnel, CHP, cities, counties, and other public agencies, the media, the general public, and news media.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Incumbent will be working under high paced traffic conditions during incidents or weather related activities. Incumbent should be able to handle various size incidents and weather related activities.

WORK ENVIRONMENT

Incumbent will be required to work in the field and from his assigned vehicle for long periods of time. Hours can vary and at times incumbent will be required to work weekends and holidays. Work environment could include all weather conditions in the field along with some office/clerical work with considerable periods of time spent working at a computer terminal.

I certify that I can perform the duties listed above with/without reasonable accommodation.²

EMPLOYEE

DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR

DATE

¹ *Refer to Appendix A to determine if a duty is essential or marginal.*

² *If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.*